

Sales Assistant (f/m/d)

Full- or Part-time

Location: Radolfzell am Bodensee

For more than 18 years companies of all sizes rely on HighCoordination's management and IT consulting to solve relevant BI, planning and digitalization challenges - efficient, modern and reliable.

Do you find yourself in the following short profile?

- I enjoy working in Sales with focus on administrative tasks
- I have a convincing personality and enjoy direct communication with customers, moreover I can also formulate professionally in writing
- I am self-motivated, organized and goal-oriented

...then you are the right person for us.

Become Sales Assistant (f/m/d) at HighCoordination and support our team and the sales of our software products and services.

Which requirements should you meet?

- Completed business studies or business education
- First experience in a similar sales/ assistant position
- Independent and organized work-attitude
- Excellent knowledge of MS-Office
- Good communication and organizational skills, entrepreneurial behavior
- Very good German and English skills

What can you expect?

- Administrative support of our sales team
- Quotation and follow-ups
- Coordination of appointments as well as support of preparations and follow-ups of appointments for our Sales Managers (f/m/d)
- Customer contact via phone and email

Why us?

- Efficient hierarchies and decision-making paths as well as long-term development opportunities
- Attractive, performance-related compensation
- Trusted working time model, possibility for home office and part-time, further education offers and team events

Are you interested?

If so we want to get to know you. Please send us your complete application documents (with application letter, curriculum vitae, training and working certificates in a PDF document), indicating your salary requirements as well as the earliest possible date of entry, to jobs@highcoordination.de or apply online on our homepage. For further information, please contact Mrs. Stephanie Jäger (Tel. +49 7732 8934 903).

We look forward to receiving your application!